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# DLA ADMINISTRATIVE SUPPORT CENTER

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**POSITION:** Contract Administrator , GS-1102-12

**ANNOUNCEMENT:** DCMDI-23-KW

**LOCATION:** Defense Contract Management  
District International (DCMDI)

**OPENING DATE:** March 12, 1997  
**CLOSING DATE:** Open Continuous

**Duty Station:** Various locations in United Kingdom

**AREA OF CONSIDERATION:** Appointable Employees of the Defense Logistics Agency.

**DUTIES:** The incumbent administers contracts including firm-fixed price, fixed price with incentive, basic ordering agreements, cost type, letter and indefinite delivery contracts. Major duties include: ensuring contractor compliance with the terms and conditions of the contract; coordinating waivers/deviations and duty free entry requests; negotiating and executing delivery schedules; drafting modifications resulting from changes to the contract terms and conditions; performing price/cost analysis and contract close-outs; negotiating contracts to the point of signature; ensuring the accuracy and adequacy of various contractor systems; and engaging and developing tools and techniques associated with Process Oriented Contract Administration Services (PROCAS).

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the GS-11 level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the above position. Examples of qualifying specialized experience include: (1) developing, preparing, and presenting terms and conditions in bids or proposals related to the award of contracts; (2) negotiating and awarding contracts, contract modifications, and/or subcontracts; (3) administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination; (4) analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense; and (5) formulating policies and procedures for the acquisition of goods or services, participating in procurement management reviews and contract clearance, or developing positions on claims and protests related to contracts. Applicants must have served one year in grade GS-11 to meet OPM time-in-grade requirements.

**DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) EDUCATION REQUIREMENTS:**  
In addition to the above qualification requirements, applicants must meet DAWIA education requirements. Applicants who have 10 years of acquisition experience as of October 1, 1991, do not have to meet the DAWIA education requirements. All other applicants must have received a baccalaureate degree from an accredited educational institution; **OR** have completed 24 semester hours of study from an accredited institution in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; **OR** have passed an examination considered by the Secretary of Defense to demonstrate the knowledge, skills, and abilities comparable to the above 24 semester hours.

<b><u>EVALUATION METHODS:</u></b>	<b><u>MAXIMUM POINT VALUE</u></b>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	<u>5</u>
	100

**METHOD OF RANKING:** Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

**EMPLOYMENT CONSIDERATION:** Applicants will be referred to selecting officials as openings occur. Eligibility is good for six months. After that time, applicants who still wish to be considered for employment opportunities may request that their eligibility be extended for another 6 months.

**OTHER:**

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this announcement will be canceled and all applicants so advised.
2. This position is designated noncritical-sensitive, as defined in DoD 5200.2-R and therefore requires that a personal security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer to process.
3. Applications will be accepted from VRA eligibles and disabled veterans who are in receipt of compensation at the rate of 30% or more.
4. If you are a status candidate, meet the qualification requirements, and are eligible for a Veteran's Readjustment Act appointment, your application will be considered under merit promotion procedures and referred noncompetitively for a Veteran's Readjustment Act appointment.
5. Time in grade and qualification requirements must be met by the closing date of this announcement.
6. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
7. Incumbent is required to file an annual financial statement.
8. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
9. Acquisition workforce position category **Contracting**.
10. TDY is required.
11. As defined in DLAR 1416.8, Pay retention will be offered to successful applicants whose pay would otherwise be reduced if selected for this position.

**HOW TO APPLY:** Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. **APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.**
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). **FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING.** Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

**WHERE TO APPLY:** ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. **APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.**

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

**ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITIES.**

**\*\*\* IF THIS POSITION IS FILLED BY A MILITARY SPOUSE RESIDING IN THE COMMUTING AREA, THE MILITARY SPOUSE WILL BE GIVEN AN EXCEPTED SERVICE APPOINTMENT UNDER SCHEDULE A AUTHORITY 213.3106. (b) (6).**

# Merit Promotion Questionnaire

**Position:** Contract Administrator, GS-1102-12

**Location:** various locations in the United Kingdom

**JOA#**

**Applicant Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

## Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

## How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

## Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED:

Accounting, Business Administration/Management, Economics, Finance, Marketing, procurement Purchasing

### Level of Education

### Major (points)

8 Semester/12 Quarter Hours	_____ Any Major (0)		
16 Semester/24 Quarter Hours	_____ Any Major (0)		
1 Academic Year	_____ Any Major (2)		
2 Academic Years	_____ Related Major (6)	_____ Other Major (4)	_____ Any Major (0)
3 Academic Years	_____ Related Major (9)	_____ Other Major (6)	_____ Any Major (0)
Bachelor's Degree	_____ Related Major (15)	_____ Other Major (9)	_____ Any Major (0)
1 Graduate Academic Year	_____ Related Major (15)	_____ Other Major (10)	_____ Any Major (0)
Master's Degree or Higher	_____ Related Major (15)	_____ Other Major (12)	_____ Any Major (0)

## Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

\_\_\_\_\_ Value Engineering \_\_\_\_\_ Meritorious or Superior Civilian Service

\_\_\_\_\_ EEO Award \_\_\_\_\_ Commendable Service Certificate

\_\_\_\_\_ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

## Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-1102

### Rating Level

### Related

### Unrelated

Exceptional (Level 5)	_____ 5 points each	_____ 3 points each
Highly Successful (Level 4)	_____ 4 points each	_____ 2 points each
Fully Successful (Level 3)	_____ 3 points each	_____ 1 points each
Below Fully Successful (Level 1 or 2)	_____ 0 points each	_____ 0 points each

Ranking Questions	Where on Application
<p style="text-align: center;"><b>Contract Administrator, GS-1102-12</b></p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” response to each question. Uncircled questions will be considered as “No” response.</p> <ol style="list-style-type: none"> <li>1. Have you had hands-on experience for indefinite delivery type contracts? a. Yes      b. No</li> <li>2. Have you had hands-on experience for cost plus contracts? a. Yes      b. No</li> <li>3. Have you had hands-on experience with basic ordering agreements? a. Yes      b. No</li> <li>4. Have you had hands-on experience with delivery orders? a. Yes      b. No</li> <li>5. Have you had hands-on experience with purchase orders? a. Yes      b. No</li> <li>6. Are you currently DAWIA Certified at level II in the contracting career field? a. Yes      b. No</li> <li>7. Have you worked on a multi-functional team consisting of 1910's and 1150's for at least five months? a. Yes      b. No</li> <li>8. Have you conducted or chaired meetings involving Procurement/Contractual Administration Projects? a. Yes      b. No</li> <li>9. Have you presented formal briefings or status reports to higher level management? a. Yes      b. No</li> <li>10. Have you presented briefings to co-workers within your unit? a. Yes      b. No</li> <li>11. Have you presented formal briefings to senior level management outside your Directorate? a. Yes      b. No</li> <li>12. Have you performed cost and price analysis? a. Yes      b. No</li> <li>13. Have you performed termination for convenience? a. Yes      b. No</li> <li>14. Have you performed negotiation and award of contracts/modifications? a. Yes      b. No</li> </ol>	

Ranking Questions	Where on Application
<p>15. Have you prepared written guidance explaining contractual policies and procedures?  a. Yes      b. No</p> <p>16. Have you prepared written material for briefings or other presentations?  a. Yes      b. No</p> <p>17. Have you prepared correspondence for Directorate level signature?  a. Yes      b. No</p> <p>18. Do you have actual contract administration experience in foreign countries?  a. Yes      b. No</p> <p>19. Do you have actual work experience dealing with foreign governments under a reciprocal agreement for host delegations?  a. Yes      b. No</p> <p>20. Do you have actual work experience dealing with foreign governments under Foreign Military Sales (FMS) or letters of Offer and Acceptance LOAs?  a. Yes      b. No</p> <p>21. Have you performed specialized ACO work in the area of Non-DoD contracts (such as NASA, DOE)?      a. Yes      b. No</p>	

Certification	
<p>I hereby certify that the information I have provided in this Questionnaire is complete and truthful I understand that falsification of this Questionnaire may result in disciplinary action up to and including removal</p>	
Signature	Date:

OVERSEAS ALLOWANCES AND BENEFITS INFORMATION - JOA # \_\_\_\_\_

Overseas allowances and benefits information is provided for the following location:  
United Kingdom . PLEASE NOTE: Only items checked below apply.

☒ LENGTH OF TOUR: 3 year. (Possible extension of up to 5 years.)

☐ \*Tax free living quarters allowance (LQA) of \_\_\_\_\_ to \_\_\_\_\_, based on grade and number of dependents. The LQA is payable to eligible civilian employees when government owned or rented quarters are not provided without charge at the employee's permanent duty station in a foreign area.

☐ Government quarters are provided at no charge to the employee.

☒ \* \_\_\_\_\_ % Post Allowance (PA) is authorized. PA is a cost-of-living allowance. It reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living, other than quarters, is much higher than in Washington, D.C.

☐ \* \_\_\_\_\_ % Post Differential (PD) is authorized. PD provides added compensation to eligible employees stationed where environment, physical security, and living conditions are substantially different from those in the continental United States. PD is taxable.

☒ Concurrent transportation of dependents is authorized.

☒ Nontemporary storage (NTS) is authorized. NTS at government expense may be authorized for a period not to exceed the length of the tour of duty in the overseas area.

☒ Shipment of 18000 pounds of household goods (HHGs) to the overseas area is authorized.  
(NTS and HHGs shipment combined can not exceed 18,000 pounds.)

☒ One privately owned vehicle may/may not be shipped at government expense.

☒ Salary advance of 3 months is authorized. Advances may be made during the period 3 weeks before the estimated departure date to a foreign duty post or up to 2 months after arrival. Repayment may be made by payroll deductions of up to 26 subsequent pay periods or by lump-sum payment.

☒ Home leave is accrued at the rate of 5 days per year. Home leave may only be granted after completion of 24 months continuous service abroad. Carryover of 360 hours of annual leave is authorized.

☒ Return rights within DLA are mandatory.

☐ Return rights within DoD are mandatory.

☒ Real estate expenses are not authorized.

Note: An overseas sponsor will be appointed at the time of selection to provide more specific information. Further information regarding allowances and differentials can be found in the Department of State Standardized Regulations (DSSR). Information regarding overseas travel entitlements can be found in the Joint Travel Regulation (JTR) Volume II.

\*IS SUBJECT TO CHANGE WITHOUT NOTICE.

AS OF: 3/26/96